

# STAFF SENATE

Friday, May 6, 2016

*Meeting Minutes*

## CALL TO ORDER

The Ozark Campus Staff Senate was called to order by President Moffit on Thursday, April 14, 2016 at 9:03 a.m. in Conference Rm 137 of the new Ozark Health Science and Wellness Building.

## ROLL CALL

### Senators Present:

Sandra Anderson

Peter Clifton

Faith Johnson

Jennifer Thomas

Sharyl Moffit

Laura Rudolph

### Ex-Officio Present:

Beverly Nehus

**MINUTES:** Minutes were read. Motion to approve April 2016 as read was made by Laura Rudolph, seconded by Sandra Anderson and all approved.

## HANDOUTS

- Secretary Johnson provided copies of minutes for April 2016
- Birthday Cards
- Agenda

## BUSINESS

- **Employee of the Month Reserved Parking**—Erin Brickley has been drawn from the pool of staff as the June 2016 Staff Employee of the Month. She will be highlighted with a campus monitor slide and given the privilege to designate a parking spot for the month of June. Staff Senate agreed moving forward to notify the Chief Officer and Supervisor of the employee drawn as a courtesy.
- **Birthday Cards**—President Moffit presented May birthday cards to the group to be signed and delivered for June.
- **Russellville Staff Senate Report**—Jennifer Thomas delivered notes from the last Russellville Staff Senate meeting. The following topics were discussed:
  - Electronic leave sheet v. timesheet,
  - Pay schedule semimonthly v. monthly payroll schedules still waiting for an answer,
  - Leadership Tech classified and non-classified applications,
  - Video phones policy.
- **Staff Award Nomination Form Changes:** all approved, none opposed. Adding Rubric to nomination criteria, and separating Professional Excellence criteria from same sheet as Quality Service Award information.

- **Staff Senate Election Process:** President Moffit announced the creation of a blackboard electronic ballot setup for an overall vote for those nominated. The plan is for the election to run from May 18 to June 1<sup>st</sup>. Discussion was made to change the required years for new member from 2 years to 3 years to time it out where only two members fall off at a time. It was later confirmed that approval has been gained from Chancellor Sikes to now require the two voted in this year to serve a 3 year term beginning July and ending in June of their third service year. Bylaws service year requirements have since been updated.
  - **Staff Senate Election Nominations:** Secretary Johnson has been asked to create a survey through Question Pro to be sent out to all staff. The survey will ask staff to nominate one full time staff member to go up for election. Once nominations are collected each nominated person will be contacted to ensure they agree to appear on the election ballot. Asked to request it be sent out to staff Monday May 9 and run until May 16 by 5 p.m. (nomination request was later extended)

## OLD BUSINESS

- **Health Insurance Meeting**—no report
- **Proposal for Staff Lounge Location**—Staff have relayed they would like to have a staff designated lounge to have lunch away from their desks. *After some group discussion, Secretary Johnson motioned to ask the Chiefs for best on campus suggestions regarding possible locations for a staff lounge. Peter seconded and all approved the motion.*
- **Monitors at ATCC**—Further discussion of this matter is still tabled.
- **Gym Hours**—Laura Rudolph announced the gym in the new Ozark Health Science and Wellness Building is soon to open and to access it a student ID will be needed. Mrs. Rudolph asked whether there would be any set times for staff to use the facility. Members had previously discussed asking for either 11a.m.—12p.m. or 5p.m.—6p.m for staff. It was reported by Mrs. Nehus per Mr. Sikes that staff hours cannot come in the way of student use around lunch though consideration maybe given to setting hours for staff early of a morning around 7a.m or 5p.m. but best to wait to let the new wear off to see whether set hours will be needed at all for staff to gain access. *Laura Rudolph motioned, Secretary Johnson seconded and all approved to table further discussion of this matter until a later date to see if set hours will be needed to give staff access to the gym.*

## GOOD AND WELFARE

Next Meeting is presently scheduled for Friday, June 3, 2016 at 9 a.m. tentatively in the new Ozark Health Science and Wellness Building Conference Room 137

## ADJOURNMENT

Laura Rudolph motioned, Peter Clifton seconded, and all approved the motion to adjourn at 10:02 a.m.

Respectfully submitted,  
Faith Johnson, Secretary